

~~C-O-N-F-I-D-E-N-T-I-A-L~~

23 October 1963

OFFICE OF PERSONNEL MEMORANDUM NO. 20-1-1

SUBJECT: Delegation of Authority

This memorandum summarizes delegation to subordinate officials of certain authorities vested in the Director of Personnel and his Deputy. These authorities may not be further delegated by the officers designated below.

- 25X1 1. Authority to Execute Agreements and Contracts Under Provisions of  
[REDACTED]  
Special Contracting Officer (Chief, Contract Personnel Division)  
Alternate Special Contracting Officer (Deputy Chief, Contract Personnel Division)
- 25X1 2. Approve Educational Allowances for Contract Personnel. Grant Equalization  
[REDACTED]  
Chief, Contract Personnel Division
3. Authority to Approve Invitee and Appointee Travel Orders and Vouchers  
Executive Assistant to the Director of Personnel  
Chief, Personnel Operations Division  
Deputy Chief, Personnel Operations Division
4. Authority to Approve Travel Orders or Other Obligations of Expenditures Chargeable to the Recruitment Program  
Executive Assistant to the Director of Personnel  
Chief, Personnel Recruitment Division  
Deputy Chief, Personnel Recruitment Division  
Chief, Professional Branch, Personnel Recruitment Division
5. Authority to Approve Travel Orders for Disqualified Appointees

25X1 Executive Assistant to the Director of Personnel

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Group I Excluded from automatic downgrading and Declassification.

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- 25X1
6. Authority to Approve Claims [redacted] (Employees Compensation and Overseas Medical Benefits)

Executive Assistant to the Director of Personnel  
Chief, Benefits and Services Division  
Deputy Chief, Benefits and Services Division

7. Authority to Certify Availability of Funds

Executive Assistant to the Director of Personnel  
Chief, Administrative Staff  
Budget Officer

- 25X1
8. Authority to Request Space Alterations, Repairs and Other Services Described [redacted]

Executive Assistant to the Director of Personnel  
Chief, Administrative Staff

9. Authority to Request Minor Maintenance Services

Executive Assistant to the Director of Personnel  
Chief, Administrative Staff  
Administrative Assistant

10. Authority to Approve Requisitions for All Types of Printing and Reproduction

Executive Assistant to the Director of Personnel

11. Authority to Approve Routine Requisitions for Printing and Reproduction and to Certify as to the Availability of Funds for Such Purposes

Executive Assistant to the Director of Personnel  
Chief, Administrative Staff  
Records Administration Officer  
Special Projects Officer  
Budget Officer



Emmett D. Echols  
Director of Personnel

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